

Communication and Implementation Timeline

Note: All dates (except as noted below) in this timeline are flexible to meet the needs of Divisions and Departments. In order to participate in the pilot program, interested units must forward all signed employee forms along with the overall schedule to their HR Center contact by the deadline (firm) listed below.

Date	Activity	Suggested Resources*
1/21/03	Dr. Shank sends a letter to Division management about the pilot	HR Centers will be copied
1/21/03 – 2/7/03	HR Centers meet with division management to brief them on the pilot and to assist in deciding about participating (if requested)	Executive Summary (Powerpoint Presentation) or any other presentation that meets your needs FWO At a Glance Work Unit Plan Implementation Guidance and Template (completing the form is optional but a summary is required for review with Randy) Policies Governing Available Options Information Regarding Flexible Work Options and Represented Employees – Fact Sheet for Managers and Supervisors
	Division Directors and/or HR Center meeting with Division managers and/or supervisors to brief them on which option(s) was(were) selected for the pilot	Executive Summary (Powerpoint Presentation) or any other presentation that meets your needs FWO At a Glance Work Unit Plan Implementation Guidance and Template (completing the form is optional but a summary is required for review with Randy) Policies Governing Available Options Information Regarding Flexible Work Options and Represented Employees – Fact Sheet for Managers and Supervisors
2/3/03	Dr. Shank announces pilot to employees	Currents? Headlines? Lab Level 1 GA Poster?
2/7/03 – 3/7/03	Supervisors are trained by the HR Centers and are assisted in deciding how to implement the pilot in their units	Executive Summary (Powerpoint Presentation) or any other presentation that meets your needs FWO At a Glance Supervisor Training Guide (projected delivery date February 7, 2003) Work Unit Plan Implementation Guidance and Template (completing the form is optional but a summary is required for review with Randy) Policies Governing Available Options Information Regarding Flexible Work Options and Represented Employees – Fact Sheet for Managers and Supervisors Employee Considerations, Agreement, and Participation Form Sample Schedules and Time Card Instructions (under development) Scheduling At a Glance

	Division managers and/or supervisors and/or HR Centers brief employees about the pilot and which options are available	Employee Considerations, Agreement, and Participation Form Policies Governing Available Options
3/7/03 (FIRM)	Unit Schedule and Employee Forms due to Division Management and to HR Center for review	Cover Memo (template under development) Schedule Tracking at a Glance Employee Participation Forms (signed)
3/10/03 – 3/14/03	HR Centers meet with Randy to review proposed Division pilots	Cover Memo (template under development) Schedule Tracking at a Glance Employee Participation Forms (signed)
3/14/03 (FIRM)	HR Centers notify Divisions pilot approval	Email or other communication from HR Center to relevant division contact(s)
3/17/03 (FIRM)	Employees are notified about whether their schedules have been approved (this allows two weeks for them to make any necessary changes in outside commitments required to support the new schedule)	Email or other communication from supervisor to employee
3/20/03	Training of nonexempt participants and their supervisors on filling out the paper time card and LETS.	Employee Participation Forms Unit Schedule Tracking at a Glance Sample Schedules and Time Card Instructions (under development)
3/31/03	Implementation – First day of new flexible work schedules	
Ongoing	Collect feedback	Collect feedback throughout the process in preparation for a presentation to DAC in September
September 2003	Evaluation of Pilot	Presentation DAC

*** Guide to Resource Materials**

Resource Format	Resource Name
Powerpoint	Executive Summary (Powerpoint Presentation) or any other presentation that meets your needs
White/color	FWO At a Glance
Goldenrod	Work Unit Plan Implementation Guidance and Template
Green	Policies Governing Available Options
Blue	Information Regarding Flexible Work Options and Represented Employees – Fact Sheet
Canary	Employee Considerations, Agreement, and Participation Form
White/color	Sample Schedules and Time Card Instructions (under development)
White/color	Scheduling At a Glance